

**AMERICAN JERSEY CATTLE ASSOCIATION
NATIONAL ALL-JERSEY INC.**

POSITION DESCRIPTION

Title: Administrative Assistant, Jersey Marketing Service (JMS)/Communications Department

Objective: To produce catalogs for Jersey Marketing Service (JMS) and provide administrative assistance to JMS in the home office in Reynoldsburg, Ohio. Also provide assistance to Communications Department with the administrative tasks in writing and promotion.

Location: Based in the AJCA-NAJ Headquarters, Reynoldsburg, Ohio.

Reports to: Director of Communications, JMS Manager, Treasurer

Responsibilities:

I. Jersey Marketing Service

- ◆ Answer telephone calls. Take messages and assist the JMS Manager.
- ◆ Produce JMS catalogs and other JMS promotional and sales material as instructed.
- ◆ Coordinate printing and mailing of catalogs.
- ◆ Help create Jersey Marketing Service catalog websites.
- ◆ Coordinate office work for Jersey Marketing Service. Maintain JMS files, including private treaty correspondence, consignment sale files, catalog files and normal correspondence files.
- ◆ Manage all mailings for Jersey Marketing Service (i.e. health letters, consignment letters, advertising, catalogs)
- ◆ Provide clerking services for live sales throughout the year and virtual sales.
- ◆ Provide work processed information to the Executive Secretary's office.
- ◆ Manage all spreadsheets for Jersey Marketing Service Sales and communicate weekly with the field staff with updates.

II. Communications

- ◆ Manage the *Jersey Journal* subscriptions and mailings within department.
- ◆ Provide assistance to the editor and staff as needed on magazine production.
- ◆ Help maintain *Jersey Journal* website
- ◆ Aid in creation of social media campaigns

III. Accounting Department

- ◆ Provide administrative assistance to the Treasurer and accounting department.
- ◆ Other projects and duties as instructed

Placement Standards:

General office knowledge and computer knowledge and skills including, but not limited to, word processing, spreadsheets and data base experience, as well as Adobe Creative Suites. General knowledge of agriculture and/or the dairy industry a plus. Willingness and ability to learn new computer applications. Must be able to communicate effectively with customers. Ability to multi-task.

Contact: Frequent contact with dairy farmers and dairy industry personnel by telephone and written correspondence.

Salary: Commensurate with experience. Eligible for employee benefit package.

Working Conditions: Full time position. Works in an office setting, however, some travel with overnight stay will be required. Evenings, weekends, and holidays may be required to carry out responsibilities.

This position description in no way states or implies that these are the only duties to be performed by this employee. This person will be required to follow any other instructions and to perform any other duties requested by the Jersey Marketing Service Manager, Jersey Journal Editor, or Executive Secretary or his designate.

AJCA-NAJ, April 2022